

## Generative AI Competency Set

### Purpose of the Competency Set

The **Generative AI Competency Set** is not intended to define one specific WBL program. Instead, it is a flexible resource that allows employers to select relevant competencies for any WBL experience that is tailored to their organization’s needs, the length of time they will work with students, and the type of WBL model they choose to implement. This tool is designed to be supplemental to any occupation regardless of industry.

### Generative AI Competency Set

The competency set (which can be found on the following pages) outlines competencies across communication, problem solving, planning, technology, data, creativity, strategy, and workplace readiness, capturing the broad range of skills essential for entry-level success in business.

This competency set is intended to support employers in selecting the most relevant competencies to design a WBL experience that aligns with their needs and supports high school students in preparing for a variety of entry-level business roles.

### Competency Set Key Terms and Definitions

Term	Definition
<b>Competency</b>	A broader combination of skills, knowledge, and behaviors that enable someone to perform effectively in a role or context.
<b>Competency Set</b>	A structured list of the competencies someone must master by the end of a particular WBL experience.
<b>Competency Theme</b>	A grouping of related competencies under a shared professional theme or category, organizing the framework by type of activity or expertise.
<b>Job Functions</b>	Define the core activities and responsibilities involved in a role. They describe the type of work someone performs, regardless of their specific job title.
<b>Occupation Overview</b>	Provides a general outline of the roles, responsibilities, job functions, and key competencies associated with an occupation. It describes the types of tasks professionals in this field may perform and the skills needed to succeed across related jobs.
<b>Skills</b>	Specific, observable actions or abilities that can be measured; multiple skills come together to form a broader competency.





**Note:** This Competency Set is designed to be supplemental for any WBL experience. It allows employers the flexibility to select and shape experiences that best fit their organization needs.

## **Competency Themes Quick Glance**

The themes below represent groups of related competencies organized by a shared professional focus or area of expertise. Click on any theme to go directly to its full competency set.

[A. Generative AI Foundations](#)

[B. AI-Supported Communication](#)

[C. AI in Collaboration & Productivity](#)

[D. Ethics, Responsibility & Compliance](#)

[E. Continuous Learning & Adaptability](#)



Theme A	Generative AI Foundations
<b>Competency A1</b>	Demonstrate basic understanding of generative AI tools, their capabilities, and limitations.
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Recognizing AI use cases</li> <li>• Identifying tool functions</li> <li>• Basic AI terminology</li> <li>• Awareness of AI limitations</li> </ul>
<b>Job Functions</b>	<ol style="list-style-type: none"> <li>1. Identify when to use generative AI to support workplace tasks.</li> <li>2. Explain in plain language what generative AI can and cannot do.</li> <li>3. Recognize situations where AI may not be appropriate.</li> </ol>
<b>Competency A2</b>	Apply effective prompting strategies to generate relevant and accurate outputs.
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Prompt writing</li> <li>• Refining queries</li> <li>• Using context effectively</li> <li>• Testing variations</li> </ul>
<b>Job Functions</b>	<ol style="list-style-type: none"> <li>1. Draft clear prompts to achieve intended outputs.</li> <li>2. Adjust prompts when results are unclear or inaccurate.</li> <li>3. Document successful prompts for reuse.</li> </ol>
<b>Competency A3</b>	Evaluate and fact-check AI-generated outputs for accuracy and reliability.
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Critical thinking</li> <li>• Error detection</li> <li>• Attention to detail</li> </ul>
<b>Job Functions</b>	<ol style="list-style-type: none"> <li>1. Compare AI outputs to trusted references.</li> <li>2. Identify misinformation or biased responses.</li> <li>3. Make corrections before sharing outputs.</li> </ol>
<b>Competency A4</b>	Use AI tools to conduct research and gather information effectively.
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Critical thinking</li> <li>• Organization</li> <li>• Synthesizing research</li> </ul>
<b>Job Functions</b>	<ol style="list-style-type: none"> <li>1. Use AI to identify and summarize key resources on a topic.</li> <li>2. Generate side-by-side comparisons or literature scans.</li> <li>3. Cross-check AI research outputs with authoritative sources.</li> </ol>
Theme B	AI-Supported Communication
<b>Competency B1</b>	Use AI tools to draft and revise professional written communications.
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Email drafting</li> <li>• Report structuring</li> <li>• Written communication</li> </ul>
<b>Job Functions</b>	<ol style="list-style-type: none"> <li>1. Generate draft emails or reports using AI.</li> </ol>



	<ol style="list-style-type: none"> <li>Edit drafts for tone, grammar, and professionalism.</li> <li>Apply organizational style standards to final documents.</li> </ol>
<b>Competency B2</b>	Create presentations and visuals with AI assistance.
<b>Skills</b>	<ul style="list-style-type: none"> <li>Slide generation</li> <li>Storyboarding</li> <li>Visual Summarizations</li> </ul>
<b>Job Functions</b>	<ol style="list-style-type: none"> <li>Use AI to outline presentation slides.</li> <li>Generate images or visuals for professional use.</li> <li>Organize AI outputs into coherent presentation flow.</li> </ol>
<b>Competency B3</b>	Summarize and reformat complex information using AI tools.
<b>Skills</b>	<ul style="list-style-type: none"> <li>Text summarization</li> <li>Restructuring content</li> <li>Plain-language editing</li> </ul>
<b>Job Functions</b>	<ol style="list-style-type: none"> <li>Summarize long documents into key takeaways.</li> <li>Reformat technical information into accessible formats.</li> <li>Create structured summaries for team distribution.</li> </ol>
<b>Competency B4</b>	Use AI to interpret and visualize data for communication.
<b>Skills</b>	<ul style="list-style-type: none"> <li>Generating charts</li> <li>Simplifying data explanations</li> <li>Creating visual aids</li> </ul>
<b>Job Functions</b>	<ol style="list-style-type: none"> <li>Generate draft visuals and charts from data sets.</li> <li>Translate data into plain-language summaries.</li> <li>Assist with creating reports that combine visuals and narrative.</li> </ol>

Theme C	AI in Collaboration & Productivity
<b>Competency C1</b>	Use AI tools to support brainstorming and idea generation.
<b>Skills</b>	<ul style="list-style-type: none"> <li>Generating options</li> <li>Creative thinking</li> <li>Scenario development</li> </ul>
<b>Job Functions</b>	<ol style="list-style-type: none"> <li>Facilitate team ideation with AI-generated suggestions.</li> <li>Develop alternative solutions using AI.</li> <li>Record and organize generated ideas for team review.</li> </ol>
<b>Competency C2</b>	Organize information and tasks with AI assistance.
<b>Skills</b>	<ul style="list-style-type: none"> <li>Outlining</li> <li>Categorizing</li> <li>Task tracking</li> </ul>
<b>Job Functions</b>	<ol style="list-style-type: none"> <li>Create structured outlines for projects.</li> <li>Use AI to generate task lists and workflows.</li> <li>Assist in tracking deadlines and deliverables.</li> </ol>
<b>Competency C3</b>	Integrate AI tools into team collaboration platforms.
<b>Skills</b>	<ul style="list-style-type: none"> <li>Using AI in shared docs</li> <li>Summarizing team chats</li> <li>Collaborative drafting</li> </ul>



<b>Job Functions</b>	<ol style="list-style-type: none"> <li>1. Draft shared content collaboratively with AI tools.</li> <li>2. Generate meeting notes and summaries for distribution.</li> <li>3. Share AI-supported materials with colleagues for input.</li> </ol>
<b>Competency C4</b>	Apply judgment in balancing human and AI contributions in collaborative work.
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Human-AI delegation</li> <li>• Workflow balance</li> <li>• Quality assurance</li> </ul>
<b>Job Functions</b>	<ol style="list-style-type: none"> <li>1. Decide which tasks are best handled by AI versus humans.</li> <li>2. Combine AI outputs with human review for final deliverables.</li> <li>3. Communicate clearly about which parts of work were AI-assisted.</li> </ol>
<b>Competency C5</b>	Use AI across integrated workplace tools and platforms.
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Productivity tool integration</li> <li>• Plugin usage</li> <li>• Cross-platform efficiency</li> </ul>
<b>Job Functions</b>	<ol style="list-style-type: none"> <li>1. Apply AI features within tools like Word, Excel, Teams, or Slack.</li> <li>2. Use plugins or integrations to streamline workflows.</li> <li>3. Share AI-enabled outputs across multiple platforms.</li> </ol>

Theme D	Ethics, Responsibility & Compliance
<b>Competency D1</b>	Apply ethical standards when using generative AI.
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Bias recognition</li> <li>• Ethical decision-making</li> <li>• Avoiding misuse</li> </ul>
<b>Job Functions</b>	<ol style="list-style-type: none"> <li>1. Identify ethical risks in AI use.</li> <li>2. Avoid using AI in ways that compromise integrity.</li> <li>3. Escalate concerns about misuse to supervisors.</li> </ol>
<b>Competency D2</b>	Protect sensitive information and privacy when using AI tools.
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Data privacy awareness</li> <li>• Secure handling</li> <li>• Redacting information</li> </ul>
<b>Job Functions</b>	<ol style="list-style-type: none"> <li>1. Avoid entering confidential data into AI tools.</li> <li>2. Follow organizational policies on data security.</li> <li>3. Recognize privacy risks in AI outputs.</li> </ol>
<b>Competency D3</b>	Document and report AI use for transparency and accountability.
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Record-keeping</li> <li>• Process documentation</li> <li>• Compliance tracking</li> </ul>
<b>Job Functions</b>	<ol style="list-style-type: none"> <li>1. Keep records of when AI was used in workflows.</li> <li>2. Note limitations or edits made to AI outputs.</li> <li>3. Share documentation with supervisors when required.</li> </ol>
<b>Competency D4</b>	Use AI to create accessible and inclusive content.
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Generating alternative formats</li> <li>• Plain-language adaptation</li> </ul>



	<ul style="list-style-type: none"> <li>• Accessibility standards</li> </ul>
<b>Job Functions</b>	<ol style="list-style-type: none"> <li>1. Generate plain-language summaries for diverse audiences.</li> <li>2. Use AI to create captions, transcripts, or alt text.</li> <li>3. Ensure outputs meet organizational accessibility standards.</li> </ol>

Theme E	Workplace Readiness & Self-Management
<b>Competency E1</b>	Stay updated on emerging AI tools and best practices.
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Tool exploration</li> <li>• Self-directed learning</li> </ul>
<b>Job Functions</b>	<ol style="list-style-type: none"> <li>1. Research new AI features relevant to workplace needs.</li> <li>2. Participate in training sessions on AI use.</li> <li>3. Share relevant updates with peers and supervisors.</li> </ol>
<b>Competency E2</b>	Adapt workflows to integrate new AI capabilities.
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Flexibility</li> <li>• Process improvement</li> </ul>
<b>Job Functions</b>	<ol style="list-style-type: none"> <li>1. Identify areas where AI could improve efficiency.</li> <li>2. Adjust personal workflows based on AI integration.</li> <li>3. Suggest improvements to team processes using AI.</li> </ol>
<b>Competency E3</b>	Apply creativity and innovation when experimenting with AI tools.
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Experimentation</li> <li>• Creative problem-solving</li> </ul>
<b>Job Functions</b>	<ol style="list-style-type: none"> <li>1. Explore new formats or outputs AI can create.</li> <li>2. Test unconventional applications for problem-solving.</li> <li>3. Share creative AI applications with team members.</li> </ol>

